

California Franchise Tax Board

STATE OF CALIFORNIA ASSOCIATE TAX AUDITOR, FRANCHISE TAX BOARD OPEN STATEWIDE EXAMINATION FOR CALIFORNIA AND CHICAGO, HOUSTON, AND NEW YORK DISTRICT OFFICES

FRANCHISE TAX BOARD
PO Box 550
Sacramento CA 95812-0550
ATTN: Exam Unit, (916) 845-3608
Website: www.ftb.ca.gov
TDD is Telecommunications Device for the Deaf.
California Relay Service
From TDD phone (800) 735-2929
From Voice phone (800) 735-2922

Applicants should be aware that prior to employment with the Franchise Tax Board a background investigation will be conducted. The investigation will consist of completion of a questionnaire, fingerprinting, and inquiry to Department of Justice to disclose criminal records. Employment offers will be made prior to completion of the questionnaire. A commitment to hire will **not** be considered final until the background information has been reviewed and approved by the department.

HOW TO APPLY

Applications are available and can be filed:

In Person:	By Mail:
Franchise Tax Board	Franchise Tax Board
9646 Butterfield Way	ATTN: Exam Unit
Sacramento Bldg., Exam Unit	PO Box 550
Sacramento, CA 95827	Sacramento, CA 95812-0550

APPLICATIONS MUST CONTAIN ORIGINAL SIGNATURES.

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

FINAL FILING DATE: October 11, 2006

State applications (STD. 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered after 5:00 p.m. or received via interoffice mail after the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State Application. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during December 2005/January 2006. Interviews will be conducted in the following locations: **Sacramento, Oakland, Los Angeles, Chicago, Houston, and New York.** You will be contacted by mail regarding your specific interview date and time.

Positions exist throughout the state of California and in Chicago, Houston, and New York District Offices.

CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

SALARY RANGE: \$4467 - \$5431 per month

A \$346 pay differential will be added to the above salary rate for out-of-state offices.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Franchise Tax Board. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the entrance requirements for this examination by the final filing date.

Experience applicable to one of the following patterns may be combined on a proportionate basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties of a class comparable to that described in "Pattern I."

Either I

Experience: One year of experience in California state service performing professional tax accounting or auditing duties at a level equivalent to Tax Auditor, Franchise Tax Board, Range B. (Promotional candidates who are within six months of satisfying this requirement will be admitted to the examination, but must fully meet the experience requirement before being considered eligible for appointment).

Or II

Experience: Three years of increasingly responsible professional tax accounting or auditing experience including at least one year conducting a variety of complex audits, financial examinations, or tax consultation and planning. and

Either I

Equivalent to graduation from college with a specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment).

Or II

Completion of a prescribed professional accounting curriculum given by a resident or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting and business law.

Or III

Completion of the equivalent of 19 semester units of course work, 16 units of which shall be professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting; and three semester units of business law. (Persons who will complete course work requirements outlined above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered for appointment).

Note: Applicants applying under Pattern II, must indicate on their application their degree specialization or the accounting coursework they have completed including: the course title, number of semester or quarter units received, date the coursework was completed and the name of the educational institution where the coursework was taken.

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ASSOCIATE TAX AUDITOR, FTB J150 - 4361
EXAM CODE: 6FT43

FINAL FILING DATE: OCTOBER 11, 2006
Bulletin Release Date: September 20, 2006

Associate Tax Auditor

Special Personal Characteristics - Willingness to work long and irregular hours and in various locations.

THE POSITION

This is the advanced journey person level in the series. Under general supervision, incumbents either (1) independently perform the more difficult and complex audit functions, which may include acting in a lead capacity for Tax Auditors and Tax Technicians or (2) review office and field audit reports, coordinate and work protest and appeal cases, or (3) perform specialized and complex technical, staff or administrative functions related to the audit program.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Qualifications Appraisal Interview – Weighted 100%

The first portion of the interview may consist of a structured exercise that tests the skills needed to perform the work done by an Associate Tax Auditor. In addition, candidates should be prepared to answer questions related to the following:

Scope:

Knowledge of:

1. General auditing and accounting principles and procedures.
2. Business Law.
3. Specialized and complex auditing practices and procedures.
4. Provisions of California's Personal Income Tax and Bank and Corporation Tax Laws.
5. Federal Income Tax Laws.
6. Related legal opinions and court decisions.
7. Departmental policies, rules and regulations.

8. Methods used in attempting to evade provisions of the laws.
9. General principles of automated data processing as related to tax work.

Ability to:

1. Apply the required knowledge.
2. Conduct audits or financial examinations of taxpayer's accounts and records.
3. Meet with and obtain the cooperation of individuals, or representatives of organizations, subject to tax or regulation.
4. Create and maintain an atmosphere of good will in beginning and completing an audit and disclosing findings critical in nature or indicating additional tax liability.
5. Analyze data and draw sound conclusions.
6. Analyze situations accurately and take effective action.
7. Prepare clear, complete and concise reports.
8. Communicate effectively.
9. Be proficient in the use of personal computers.

Veterans' preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

Career Credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview or performance test due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Franchise Tax Board, local offices of the Employment Development Department and the State Personnel Board office.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Franchise Tax Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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